

5 Collection and Resources

The library should provide a wide range of materials and electronic resources in a variety of formats and in sufficient quantities to meet the needs of all members of its community. This chapter addresses acquisition and ownership of materials and the library's ability to provide additional materials through interlibrary resource sharing. This chapter also covers the availability of electronic resources whether or not they are physically located in the library. Chapter 7 is a complementary chapter, addressing access to library resources and services, including the technological tools needed to maximize access.

In addition to the standards in this chapter, a number of other measurements can help a library establish goals for collections and resources. For example, a high turnover rate reflects a heavily used collection and might suggest a need for a larger collection. See *Output Measures for Public Libraries* (Van House et al., 1987) for information about a number of service measurement tools.

Libraries should meet the following standards relating to library collection and resources:

Yes No

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| <input type="checkbox"/> | <input type="checkbox"/> | 1. The library has a collection and resource development policy based on community needs and the diversity of American society that encompasses selection; requests for reconsideration of materials; collection specialties and purchase priorities; and evaluation, especially in weeding the collection. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The library allocates funds for purchasing materials in a variety of formats and for access to electronic resources, based on its collection and resource development policy. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The library budgets sufficient funds to maintain, upgrade, and replace needed library equipment and software on a regular schedule. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The library has a multi-year technology plan or participates in a library system plan that addresses library needs and the funding to meet those needs. This plan is reviewed annually. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The library participates in the system-wide plan for technology and resource sharing. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The library uses interlibrary loan to supplement, but not supplant, local collection development. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. The library cooperates in collection development with other local, area, and state-level libraries of all types, including the Wisconsin Regional Library for the Blind and Physically Handicapped, to provide a wide range of resources in a variety of formats to meet the needs of its community. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. The library provides access to resources in a variety of formats to ensure equal access for persons of all ages with disabilities, in compliance with the Americans with Disabilities Act. Formats may include books on cassette and in Braille, electronic formats, and closed captioned, described, or signed video. |

Yes No

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| <input type="checkbox"/> | <input type="checkbox"/> | 9. The library provides access to adult basic-skills and English-as-a-Second-Language materials with reading levels and formats appropriate to meet the needs of patrons who are adult new readers, or who have developmental disabilities or limited English speaking skills. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. The library has, or provides access to, electronic information resources for its staff and its patrons. This may be accomplished through a variety of means, including: <ul style="list-style-type: none">• online database searching• CD-ROM databases• digitized materials• locally mounted databases• remote full-text databases• access to the Internet |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. The library provides web pages with organized web links pointing to useful and reliable local, regional, state, national, and international Internet resources. These web pages provide a prominent link to BadgerLink resources, clearly indicating that these resources are provided as a result of state funding of the BadgerLink program. |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. The library includes its bibliographic and holdings information (in the accepted MARC format) in the statewide database (WISCAT) and maintains the accuracy of that data. |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. The library provides adaptive technology to ensure access to electronic resources for persons with disabilities. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. The library collects and reports statistics related to the availability and use of materials and electronic resources as required on the DLTCL Public Library Annual Report form, using standard definitions supplied by the Division. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. The library establishes and meets a service target for print volumes held per capita not lower than the Basic Level for its population group. Regardless of population served, the minimum total volumes held is 8,000. (See Appendices A, B and C.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. The library establishes and meets a service target for periodical titles received per 1,000 population not lower than the Basic Level for its population group. Regardless of population served, the minimum number of periodical titles received is 30. (See Appendices A, B and C.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. The library establishes and meets a service target for audio recordings held per capita not lower than the Basic Level for its population group. Formats may include, among others, audiocassettes, compact disc recordings, and digital audio discs, players and services. (See Appendices A, B and C.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. The library establishes and meets a service target for video recordings held per capita not lower than the Basic Level for its population group. (See Appendices A, B and C.) |

Yes **No**

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| <input type="checkbox"/> | <input type="checkbox"/> | 19. The library establishes and meets a service target for total expenditures for material (including electronic resources) per capita not lower than the Basic Level for its population group. Regardless of population served, total minimum expenditures for materials (including electronic resources) is \$10,000. (See Appendices A, B and C.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 20. The library establishes and meets a service target for total collection size per capita (including print volumes and audio and video materials) not lower than the Basic Level for its population group. (See Appendices A, B and C.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 21. The library maintains a current collection of core reference materials and resources selected from recommended lists and also additional sources selected to meet the information needs of the library's patrons. |
| <input type="checkbox"/> | <input type="checkbox"/> | 22. Every item in the library's collection is evaluated for retention, replacement, or withdrawal at least every five years to determine its usefulness and accuracy according to the library's collection development policy. Outdated, unnecessary, or damaged materials are removed from the collection. The library establishes and attains a measurable annual weeding plan based on local conditions and the library mission. |
| <input type="checkbox"/> | <input type="checkbox"/> | 23. The library catalogs and arranges its collections for easy accessibility and according to currently accepted library cataloging and classification practices. |

